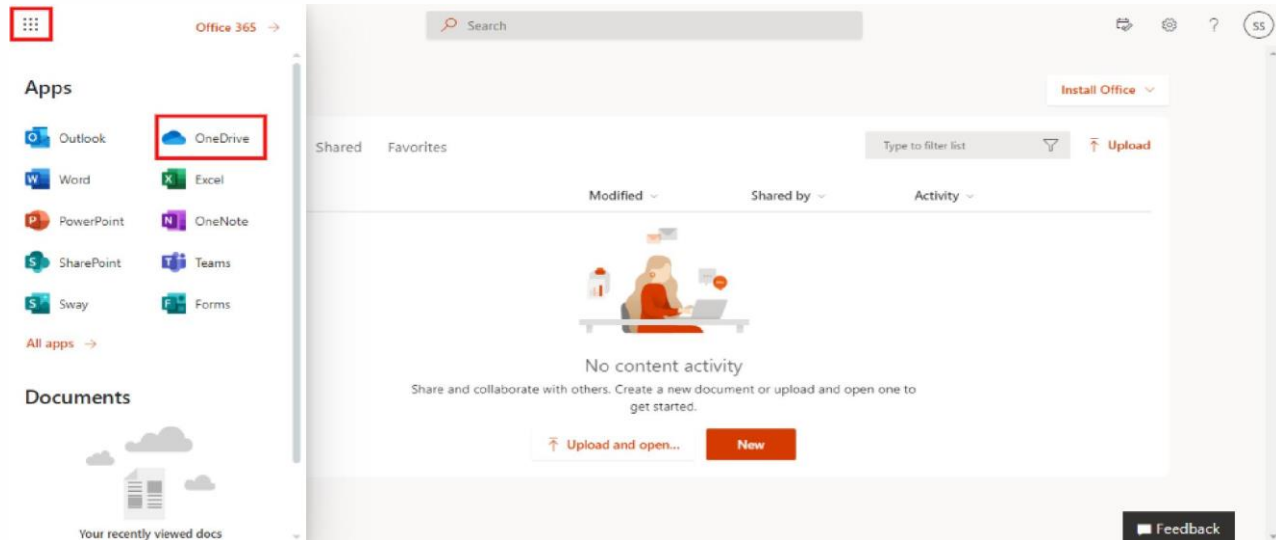




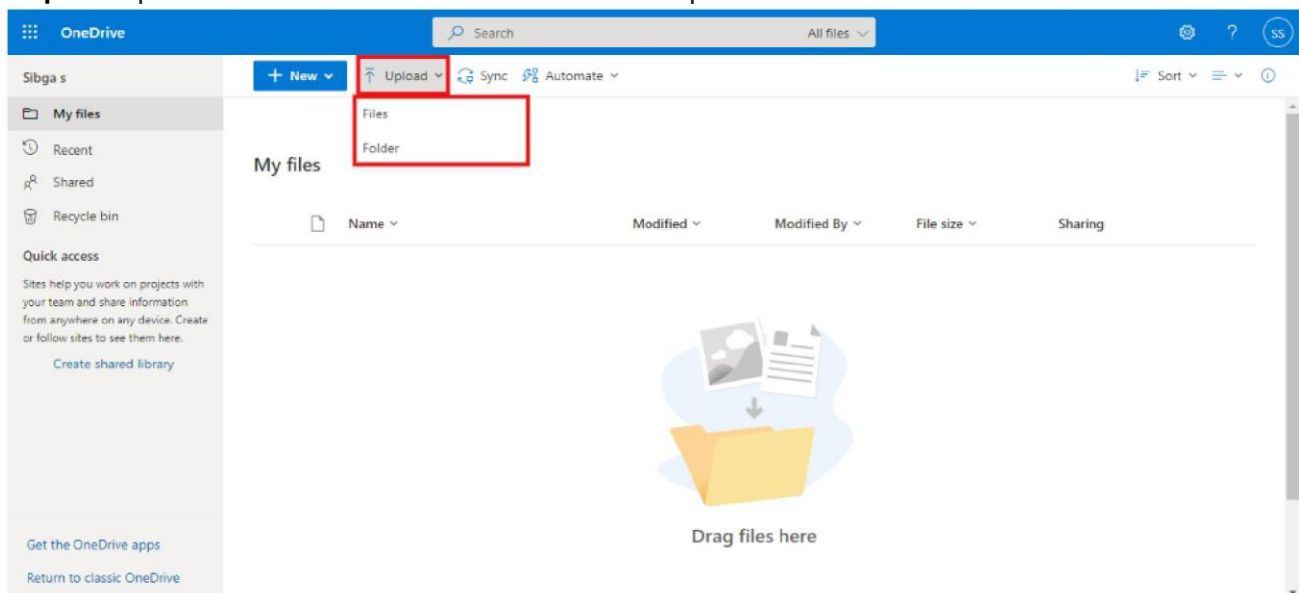
Pre-Classroom Notes - One Drive

Step 1: Let's start by switching to <https://www.office.com/>. Now after signing in with the given ID Follow the steps mentioned below.

Step 2: Open **One Drive** from 9 dots above on the left.

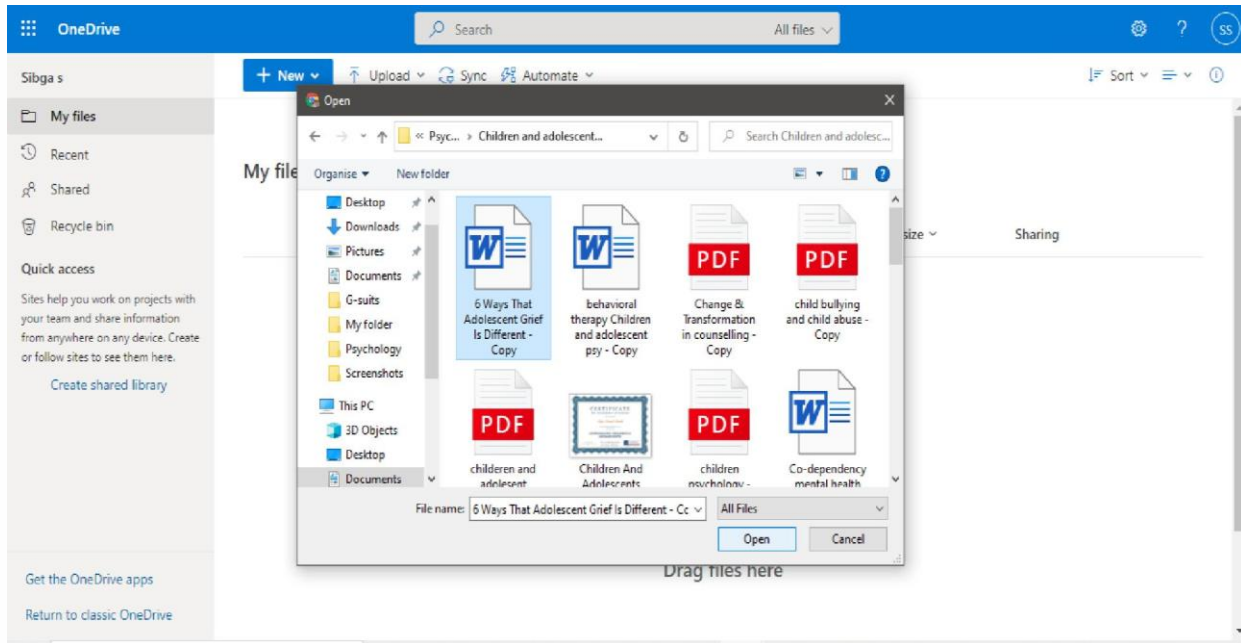


Step 3a: Upload files or folders to OneDrive. Select Upload > Files or Folder.

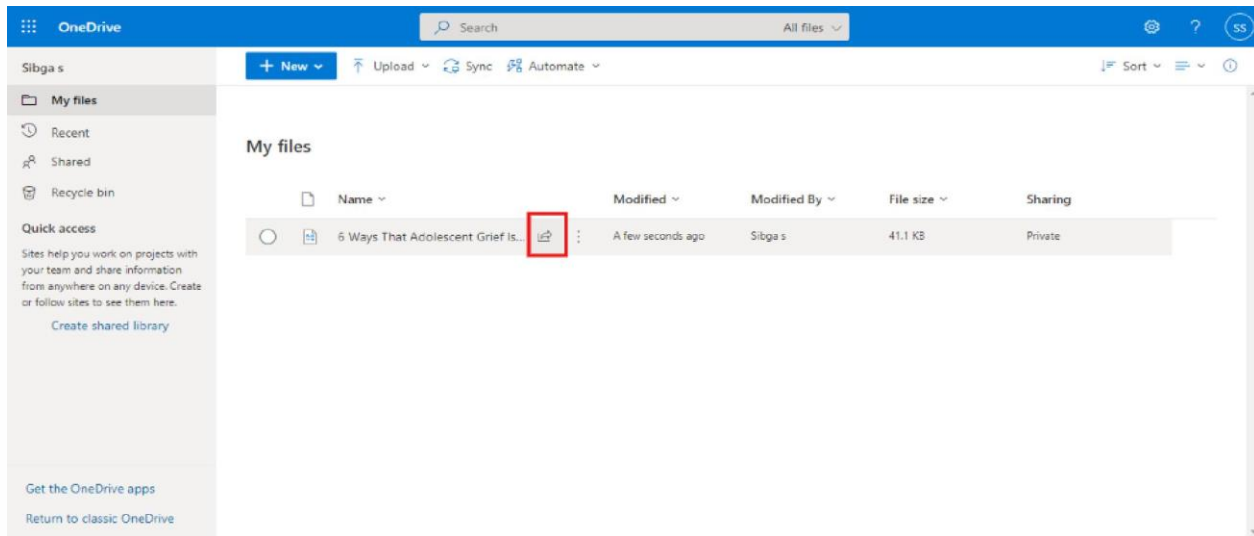




Step 3b: Select the files or folder you want to upload. Select **Open** or double-click the **Selected Folder**.

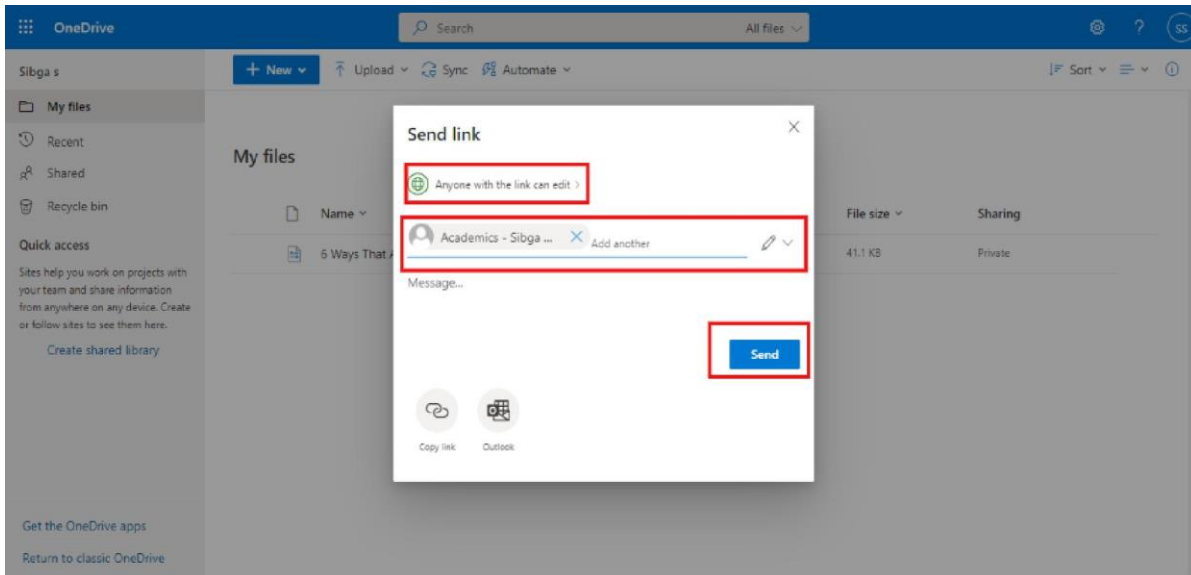


Step 4a: Share your uploaded Folder or File. Click on the share icon next to your shared file.

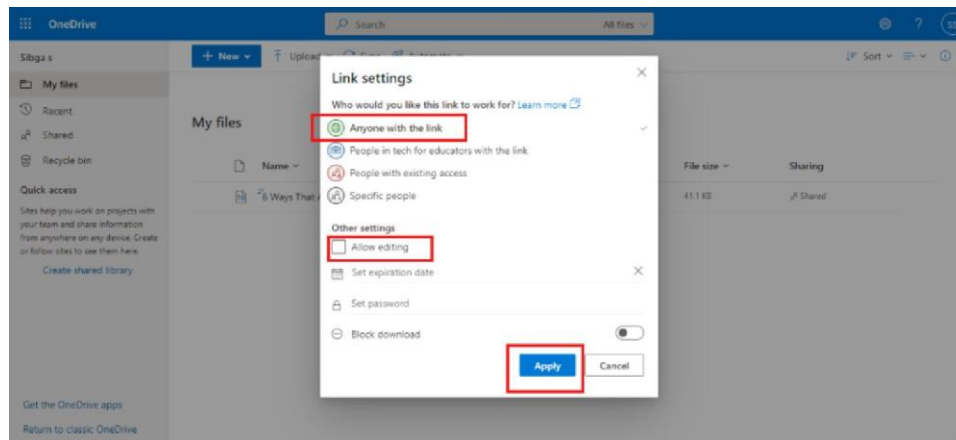




Step 4b: You can give edit access to your colleague, put their mail ID and click on the share button



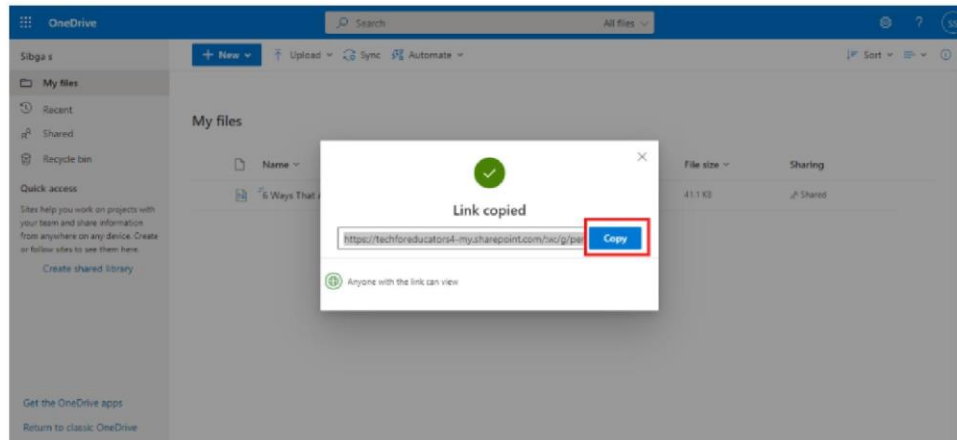
Step 4c: Click on the “Anyone with the link can edit” option and change the access



Deselect 'Allow editing' option so that students whom you are sharing with can only view your file > Then Click on **Apply**.



Step 4d: Click the **Copy link** button and share it with your colleagues via email.



Note: We will learn about more features in the class